



UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

SPACE & FACILITIES PROJECT MANAGER **Vacancy Announcement #16E06 (Repost)**

- POSITION TYPE:** Position is full-time and permanent – Full Benefits Package Available.
- SALARY RANGE:** CL 27/28 - \$50,946 - \$82,809 (Dependent upon experience, education, and qualifications).
- CLOSING DATE:** Open-Until-Filled – Preference given to applications received by July 25, 2016.

POSITION OVERVIEW

The Office of the Circuit Executive for the Tenth Circuit Court of Appeals located in Denver, Colorado is seeking a qualified project manager to serve as a member of the Space and Facilities team for a judicial community throughout a six-state region. The team currently consists of a Program Manager and two Project Managers. The team shares both the administrative and technical responsibilities of the program and services courts within the Tenth Circuit. As a member of this team, the incumbent will be responsible for coordinating the planning, design, and construction of various projects for the judges and court units and will provide overall technical and administrative support for the space and facilities program.

REPRESENTATIVE DUTIES

- Advises all court units and coordinates committees of the appellate, district, and bankruptcy courts of the Tenth Circuit in regard to new construction, alteration, and interiors projects.
- Coordinates and manages new construction, repair and alterations, and other tenant alteration and interiors projects with representatives of the individual courts, the General Services Administration (GSA), the Administrative Office of the U.S. Courts, the U.S. Marshal's Service, and their respective contractors.
- Reviews and recommends resources and strategies for accomplishing court units' projects through space planning, architectural design, and interior design concepts in coordination with the GSA and the Marshals.
- Attends project meetings, reviews change orders, reviews specifications, conducts construction walk-throughs, and prepares and maintains files of documents, schedules, finishes, catalog cuts, and drawings.
- Tracks, analyzes, and reports on project expenditures and project progress to the court units and the Circuit Executive.
- Participates in master planning, feasibility, and other studies.
- Maintains compliance with various judicial guides, policies, procedures, and codes of other agencies which affect the planning, design, and construction of court projects.

- Assists in reviewing GSA solicitations for offers and evaluations and awards of design consultants and construction contractors.
- Assists with annual budgets, policies, space management strategies, and procedures related to court facilities acquisition and utilization.
- Assists and shares the administrative responsibilities of the Space and Facilities program with the team.
- Performs other duties as required or assigned.

REQUIRED QUALIFICATIONS

- Bachelor's degree in architecture, interior design, engineering, planning, or similar disciplines.
- Minimum of four years specialized experience.
- Thorough knowledge and understanding of concepts used by the various disciplines related to space project development, facility planning, architectural and interior design, and project management.
- Thorough knowledge of and skill in using computer technology; excellent technical abilities in working with AutoCAD, SketchUp, spreadsheets, databases, and word processing systems.
- Ability to effectively analyze and synthesize diverse input, to establish priorities, and to complete multiple projects in a team environment.
- Ability to read, to analyze, and to interpret specifications, technical procedures, and governmental regulations.
- Ability to manage budgetary and financial aspects of the Space and Facilities program
- Ability to maintain organization in changing environments.
- Ability to effectively present information and respond to input and questions from groups of peers, managers, consultants, judges and other clients, both verbal and written.

HOW TO APPLY

This position is being advertised. Previous applicants need not reapply.

Qualified candidates should submit a cover letter and resume, **as a single PDF attachment**, to HR@ca10.uscourts.gov. The subject line should reference vacancy announcement #16E06.

Only candidates selected for interview will be contacted. Those selected for interview should come prepared with a portfolio and three professional references.

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or eligible to work in the in the United States. Excepted service appointments are "at will" and may be terminated by either the court or the employee at any time for any reason. Appointment is contingent upon successful completion of a background investigation. Employees are subject to the Judicial Code of Conduct. Direct deposit of pay required.

The U.S. Courts are an Equal Opportunity Employer.